

3 FAH-1 H-2740

TRAINING FOR FAMILY MEMBERS

(TL:POH-078; 01-11-2002)

3 FAH-1 H-2741 ORIENTATION

(TL:POH-078; 01-11-2002)

(Uniform State/USAID/Commerce/Agriculture)

(Foreign Service Employees)

a. In Washington, the Overseas Briefing Center (OBC) provides information and training for Foreign Service employees and family members to facilitate their adjustment to transfer abroad as well as to their return to the United States.

b. Spouses of new Foreign Service junior officers and specialists and *New Entry Professionals (NEPS)* for USAID are encouraged to attend unclassified portions of the FSI orientation program conducted for career candidates and specialists, space and resources permitting.

c. Field posts should provide appropriate orientation programs for employees and family members following arrival at post and, as necessary, should arrange periodic briefings for family members.

3 FAH-1 H-2742 LANGUAGE TRAINING AND AREA STUDIES

(TL:POH-078; 01-11-2002)

(Uniform State/USAID/Agriculture)

(Foreign Service Employees)

a. Participation by family members in community and representational activities often depends on knowledge of the country of assignment and proficiency in a language appropriate to the functions of Foreign Service personnel. Family members lacking such country expertise and language skills are encouraged to attend integrated language area studies training subject to availability of funds; for USAID, see also *Handbook 28* which provides policy regarding language training for dependents; for Agriculture, follow internal policy.

b. Adult family members ("adult" is normally defined, for this purpose, as a person 18 years of age or older) who are expected to accompany the employee to post are eligible for full-time intensive language training on the same basis as are employees to the extent that funds permit. For those who are unable to devote full-time to language training, it is sometimes possible to arrange special part-time classes when resources permit.

c. In addition to the area studies integrated into most language training, family members may attend the separate two-week area studies courses in the major regions of the world. These intensive courses combine lectures by guest speakers, discussions, participatory activities by class members, readings, and audio-visual materials in order to highlight key historical, political, economic, and sociocultural themes for each region as well as U.S. Government interests and policy issues. Family members may participate on the same basis as employees, except that when limited resources make it necessary to choose between providing instruction for employees or family members, priority shall be given to employees.

d. Family members may participate in post language programs where available, subject to funding limitations. (See also 3 FAH-1 H-2735.2-2B and for USAID, see *Handbook 28*.)

3 FAH-1 H-2743 FUNCTIONAL TRAINING

(TL:POH-078; 01-11-2002)
(Uniform State/USAID/Agriculture)
(Foreign Service Employees)

Family members who are U.S. citizens and who are the dependents *with eligible family members* of employees who possess security clearances may receive functional training when appropriate, and subject to available funding, to prepare them for anticipated employment *under an agency recognized program such as* the American Family Member Associate Program *and other similar programs* (see 3 FAM 8000).

3 FAH-1 H-2744 OVERSEAS BRIEFING CENTER

3 FAH-1 H-2744.1 General

(TL:POH-078; 01-11-2002)
(Uniform State/USAID/Commerce/Agriculture)
(Foreign Service Employees)

The Overseas Briefing Center (OBC) of the Foreign Service Institute conducts programs to help employees and their families prepare for living conditions at posts of assignments abroad as well as for their return to the United States after service abroad.

3 FAH-1 H-2744.2 Orientation Programs

(TL:POH-078; 01-11-2002)
(Uniform State/USAID/Agriculture)
(Foreign Service Employees)

a. Special orientation courses and seminars, beneficial for those at all levels of experience in the foreign affairs community, are given regularly by the Overseas Briefing Center for spouses, other eligible family members and children of U.S. Government employees proceeding to or returning from assignment abroad. The courses and seminars are offered to meet the transition and adjustment needs of families and employees at all levels.

b. Special senior-level briefings are scheduled, as needed, for spouses of ambassadors, and spouses of other officers with senior responsibilities.

c. No travel or per diem is authorized in connection with any Overseas Briefing Center course with the exception of the Security Overseas Seminar Programs (see 3 FAH-1 H-2744.3).

d. For family members of State Department employees, application for enrollment in courses may be made by submitting Form DS-755, Request for Training, to the Overseas Briefing Center, Foreign Service Institute; by sending a letter to the OBC; or by telephoning the OBC. It is essential that the social security number be furnished for each family member included in the application. Family members of personnel of USAID, and other foreign affairs agencies may enroll through their respective training office.

3 FAH-1 H-2744.3 Security Overseas Seminar

(TL:POH-078; 01-11-2002)
(Uniform State/USAID/Commerce/Agriculture)
(Foreign Service Employees)

a. The Security Overseas Seminar programs are conducted at frequent intervals by the Overseas Briefing Center for employees and family members. A two-day seminar for new employees and family members emphasizes security awareness and teaches strategies for safety and survival as well as techniques for crisis management. The Advanced Security Overseas Seminar is a one-day course offered to experienced employees and family members, reviewing current threats and trends, and utilizing the experiences of the participants.

b. Participation by family members in the Security Overseas Seminar is strongly encouraged. The program provides special sessions for ages 6-18 during summer months.

3 FAH-1 H-2744.4 Information About Posts

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(Uniform State/USAID/Commerce/Agriculture)
(Foreign Service Employees)

Through the information services of the Overseas Briefing Center, employees and members of their families can obtain information about specific posts both while bidding for assignments and after receiving an assignment. The Center continuously updates data on individual posts in order to keep information current and accurate. Information available from the Center covers living conditions at individual posts on the widest scope possible, including housing, security, education, employment, recreation, and consumables. Visual information in the form of slides or videos is also provided.

3 FAH-1 H-2744.5 Publications

(TL:POH-078; 01-11-2002)
(Uniform State/USAID/Commerce/Agriculture)
(Foreign Service Employees)

The Overseas Briefing Center (OBC) produces publications covering various aspects of Foreign Service life.

3 FAH-1 H-2745 GRANTS AND REIMBURSEMENTS TO FACILITATE TRAINING FOR FAMILY MEMBERS

3 FAH-1 H-2745.1 Administration of Grants and Reimbursements

(TL:POH-078; 01-11-2002)
(Uniform State/USAID/Commerce/Agriculture)
(Foreign Service Employees)

Grants and reimbursements to family members shall be administered by the agency authorizing official or designee, listed in the table that follows.

State	Director, Foreign Service Institute (FSI)
USAID	Deputy Assistant Administrator for Human Resources (DAA/M/HR)
Commerce	Personnel Officer, Office of Foreign Service Personnel (ITA/US&FCS/OFSP)
Agriculture	Director, HRD/FSA; Assistant Deputy Administrator, International Services (APHIS)

3 FAH-1 H-2745.2 Training Provided for Family Members

(TL:POH-078; 01-11-2002)
(Uniform State/USAID/Agriculture)
(Foreign Service Employees)

Grants *subject to availability of funds*, may be made to family members under section 705 of the Foreign Service Act of 1980 to facilitate attendance in the following programs, *in anticipation of their accompanying the family member who is a member of the Service on their assignment abroad.*

- (1) Area study courses, full or part-time;
- (2) Programs of the Overseas Briefing Center;
- (3) Regular full-time, early morning, part-time, familiarization and short-term (FAST), and specially arranged language training, including the area study portions of such courses; or
- (4) Such other course offerings as may be determined by the agency authorizing official, or designee, as being necessary for the orientation, language training, and functional training appropriate__for anticipated prospective employment under sections 311 and 704 of the *Foreign Service Act, as amended.*

3 FAH-1 H-2745.3 Language Training Provided at Other Institutions

(TL:POH-078; 01-11-2002)
(Uniform State/USAID/Commerce/Agriculture)
(Foreign Service Employees)

The specifications of language training, which may be provided under section 705 of the Foreign Service Act of 1980, *as amended*, must include:

- (1) Training in a primary, primary-alternate, or secondary language of the post to which the member of the Service is assigned;
- (2) Training conducted by a public or private institution; and
- (3) Training of at least 10 but not more than 30 class hours per week, exclusive of language laboratory or other self-study hours.

3 FAH-1 H-2745.4 Eligibility

3 FAH-1 H-2745.4-1 Approval of Assignment and Notification

(TL:POH-078; 01-11-2002)
(Uniform State/USAID/Agriculture)
(Foreign Service Employees)

a. In order for a family member to utilize the programs authorized under 3 FAH-1 H-2745.2, the appropriate office (listed below) must have approved the onward assignment and notified the member of the Service in writing *of his or her assignment*.

State	Office of Career Development and Assignments (HR/CDA)
USAID	Division Chiefs for the Personnel Operations Division (M/HR/POD) and the Executive Management Staff (M/HR/EM)
Agriculture	Director, HRD/FSA; Assistant Deputy Administrator, International Services (APHIS)

b. In addition, the following offices (as appropriate) must be notified of the onward assignment.

State	<i>Foreign Service Institute</i>
USAID	M/HR/LS
Agriculture	Director, Personnel Division, APHIS

3 FAH-1 H-2745.4-2 Dependent Day Care Grants

(TL:POH-078; 01-11-2002)
(Uniform State/USAID/Agriculture)
(Foreign Service Employees)

A family member is as defined in 6 FAM 111.3-1r. For USAID, see *Handbook 28* glossary.

3 FAH-1 H-2745.4-3 Language Training at Non-Government Institutions

(TL:POH-078; 01-11-2002)
(Uniform State/USAID/Agriculture)
(Foreign Service Employees)

a. For language training to be sponsored at a nongovernment institution (as authorized under 3 FAM 2742, paragraph (2), for reasons that the family member is unable to attend U.S. Government-sponsored language programs; and for USAID, see *Handbook 28*), a family member must:

(1) Live outside of the Washington, DC area; or

(2) Be unable to attend a U.S. Government language training institution because of family duties, illness or disability, employment, or a program of formal study.

b. The inability of the U.S. Government to schedule classes at FSI or elsewhere to meet the convenience of an eligible family member does not constitute inability of that family member to attend, if language training can be provided by the U.S. Government in a timely fashion before the family member must leave for the post abroad.

c. Training under this section is subject to availability of funds.

3 FAH-1 H-2745.5 Limitations

(TL:POH-078; 01-11-2002)
(Uniform State/USAID/Agriculture)
(Foreign Service Employees)

The following limitations are placed on eligibility for grants or other compensations under section 705 of the Foreign Service Act of 1980, as amended:

(1) No grants may exceed the amount actually expended for necessary costs incurred in conjunction with such attendance;

(2) Dependent care grants are made only to permit family members or legal guardians normally responsible for the care of dependent(s) of the member of the Service to attend authorized training *in anticipation of assignment abroad*. Grants are not available for spouses receiving any kind of compensation from the Department for work that they perform (e.g., part-time employment, or the days on which honoraria are earned). Dependent care grants are subject to availability of funds. See 3 FAM 2714.4 for payment of childcare expenses for tandem couples and single-parent employees;

(3) If appropriate U.S. Government-sponsored language training is available and the family member, although able to do so, chooses not to participate, the family member is not eligible for the same training elsewhere at Government expense;

(4) A family member is eligible for language training abroad only if the member of the Service is being assigned from one post abroad to another (with a different primary or primary-alternate language) without opportunity for training in Washington, DC.

3 FAH-1 H-2745.6 Application Procedures

3 FAH-1 H-2745.6-1 Dependent Care Grant

(TL:POH-078; 01-11-2002)
(Uniform State/USAID/Agriculture)
(Foreign Service Employees)

To apply for a dependent care grant, a family member must submit Form JF-53, Application for Dependent Care/Training Grant, to the appropriate agency authorizing official, or designee. (For USAID, use AID Form 460-16 and see *Handbook 28*, for application procedures.) If the authorizing official or designee approves the grant, he or she will assign a grant number to the application. It is recommended that applicants submit their claims promptly and at least monthly.

3 FAH-1 H-2745.6-2 Compensation for Training

(TL:POH-078; 01-11-2002)
(Uniform State/USAID/Agriculture)
(Foreign Service Employees)

In addition to the appropriate application form, a family member wishing compensation for training should provide an explanation of inability to attend Government-sponsored training. The application must be received at least three weeks prior to the scheduled start of the training and be approved (before training starts) by the authorizing official, or designee, in each agency.

3 FAH-1 H-2745.7 Criteria for Payment

3 FAH-1 H-2745.7-1 Dependent Care Grants

(TL:POH-078; 01-11-2002)
(Uniform State/USAID/Agriculture)
(Foreign Service Employees)

- a. Grants are subject to the availability of funds.
- b. Grants are paid on a reimbursement basis only. There are no advances nor can funds be reserved for specific applicants. Claims are paid on a first-come, first-served basis. When funds for the grants have been exhausted, reimbursement requests will be rejected. Applicants bear the risk that funding may not be available when they submit their claims.
- c. Grants are calculated based on actual attendance in authorized training. No payment will be made for days that the applicant is absent from class, or days when the class is not held, e.g., holidays.
- d. Once a grant for dependent care costs has been approved, payments are made by reimbursement. On a monthly basis, valid receipts for actual expenditures, together with Form JF-54 Certification for Dependent Care/Training Grant (for USAID, Form 460-17), must be submitted to M/FSI for State; the *Learning Support Division (M/HR/LS) for USAID* and the Director, HRD/FSA for Agriculture (FAS), as appropriate. (For USAID, see *Handbook 28*.) When the family member attends training for only part of the month, reimbursement is limited to days of actual attendance.
- e. Grants for dependent care are limited to:
 - (1) Dependent care during scheduled training hours and for a reasonable time before and after such hours to provide for travel time to and from the training facility;
 - (2) For children under the age of fifteen or disabled dependents,

normally resident in the home of the member of the Service; and

(3) Only those days the family member is in attendance for scheduled training.

f. Payments for dependent care may not be made to dependents or family members of the member of the Service or of the spouse.

g. The actual cost of transporting dependent(s) to and from the location of daily care or of transporting the person(s) providing the care to and from the home may be included.

h. Grants for dependent care are contingent upon certification by the training facility that the family member was a student in good standing during the period for which payment is claimed. Good standing includes regular attendance, full participation, and satisfactory performance in the course. Regular attendance is interpreted as 80 percent or more of the scheduled class hours. The Foreign Service Institute or a representative of the training institution other than the FSI, as appropriate, should certify attendance and satisfactory participation in Part A of Form JF-54 (for USAID see ADS 458). The family member making a claim for dependent care payments should fill out and sign Part B of that form. FSI for State; M/HR/LS, for USAID; or the Director, HRD/FSA for FAS, will then complete Part C of the form, as appropriate, and submit it for payment. (For USAID, see *Handbook 28*.)

3 FAH-1 H-2745.7-2 Reimbursement for Tuition Costs of a Language Program at a Public or Private Institution

(TL:POH-078; 01-11-2002)

(Uniform State/USAID/Agriculture)

(Foreign Service Employees)

a. (State, USAID, and Agriculture only) Reimbursement for participation of a family member in language training is contingent upon submission of Form JF-54, with Parts A and B completed, together with receipts for actual expenditures, to FSI for State, M/HR/LS for USAID, or the Director, HRD/FSA for FAS, as appropriate. As stated in 3 FAH-1 H-2745.4-3, paragraph c, approval is subject to the availability of funds.

b. (State, USAID, and Agriculture only) Reimbursement for tuition will be based on the amounts quoted by commercial suppliers of language training services to private, business, and U.S. Government customers. The Director of FSI or designee for State; the Deputy Assistant Administrator (DAA/M/HR) or designee for USAID; or the Director, HRD/FSA for FAS, as appropriate, determines at the time Form JF-53 (for USAID, see *Handbook 28*) is submitted for approval whether the training cost quoted by the prospective supplier of training is reasonable. Applications may be rejected if, in the opinion of those officials, the costs of training at a public or private institution appear excessive.

c. Reimbursements for language training provided at a public institution may not be for more than 720 hours of instruction in preparation for any one abroad assignment.

d. It is the policy of State, USAID, and Agriculture to provide reimbursement for dependent care for eligible family members while they are receiving training at a public or private institution on the same basis as if they were in training provided by the U.S. Government at the Foreign Service Institute or otherwise.

3 FAH-1 H-2745.7-3 Taxability of Grant Payments

(TL:POH-078; 01-11-2002)
(Uniform State/USAID/Agriculture)
(Foreign Service Employees)

Individuals receiving grants for dependent care and reimbursement for tuition costs of nongovernment-sponsored language training are advised that Federal, State and other U.S. jurisdictions may consider such payments as taxable income. If payments are subject to Federal taxes, the agency concerned will report such payments to the Internal Revenue Service. Individuals receiving grants and/or reimbursements under this section are personally responsible for verifying State and local taxability.

3 FAH-1 H-2746 THROUGH H-2749 UNASSIGNED